



## **ORTAB Advisory Board Meeting**

January 18<sup>th</sup> & 19<sup>th</sup>, 2005  
550 W 7<sup>th</sup> Ave., Ste. 1270  
Anchorage, Alaska



Meeting called to order by Chris Degernes @ 8:18a.m., Tuesday, January 18<sup>th</sup>.

### Members Present:

- ❖ Bobby Andrew –Dillingham
- ❖ Bish Buckle –Wasilla
- ❖ Susan Byersdorfer –Kodiak
- ❖ Sophie Ferguson –Kotzebue
- ❖ Bruce Friend –Anchorage
- ❖ Rich Macintyre –Sitka
- ❖ Paul Sandhofer –Anchorage
- ❖ Wendell Shiffler –Fairbanks

### Members Absent:

- ❖ Ken Lancaster –Soldotna

### Staff Present:

- ❖ Margaret Brodie –Admin. & Grants Manager
- ❖ Joy Bryant-Dolsby –Grant Administrator II
- ❖ Samantha Carroll –Trails Coordinator
- ❖ Chris Degernes –Field Operations Chief
- ❖ Dick LaFevre –Consultant
- ❖ Tina Long –Grant Administrator II
- ❖ Michaela Phillips –Admin. Clerk II

### Public:

- ❖ Jack Mosby –Alaska Trails

### **Introductions, Agenda & Purpose of Board**

Training provided by Dick LaFevre. Dick led the board and staff in an activity/ice breaker to recognize vital concepts for group connectivity and help the group establish a comfort level with one another.

Break @ 9:20a.m.

Return @ 9:30a.m.

Run-through of Administrative Order No. 222

Primary purpose of Board is to advise DPOR Director on project funding for eligible outdoor recreation projects under LWCF and RTP.

How things were done in the past, before Statehood.

- ❖ BLM –all federal lands

After Statehood?

- ❖ State Lands
- ❖ Policies & Restrictions affecting rural Alaska
- ❖ DEC
- ❖ school/education
- ❖ oil development in the 60's
- ❖ population growth
- ❖ natural resources development
- ❖ taxes

Predictions for the next 3-5 years?

- ❖ further development of natural resources
- ❖ population growth

mkp

- ❖ oil development
- ❖ tourism growth
- ❖ leisure time increase
- ❖ communication barrier
- ❖ urban vs. rural
- ❖ technological advancements
- ❖ schools
- ❖ native corporations working w/federal and state government on issues such as land management

leisure time **vs.** recreation time –two different things

Samantha runs through the agenda with short explanations of agenda items for both days. Meetings will primarily take place in Anchorage (in-person) or via teleconference. The Board members will take copies of trails applications tonight to review and become familiar with the review and scoring process.

Board needs to agree on their purpose and what they hope to accomplish. There is funding available which needs to be utilized to accommodate the public. Seeking a diverse group to provide input for spending of those funds. The board sees their purpose should cover funds, diversity and law.

How many State boards will be covering the same aspects ORTAB will cover? How does ORTAB fit? ORTAB is the only all-encompassing board.

- ❖ SnowTRAC
- ❖ Alaska Trails Initiative
- ❖ State Park Advisory Boards

Many of the applications will be reviewed by other State boards besides the ORTAB. The TRAAK board has been dissolved, however some purposes and processes will be applied to ORTAB. There are many boards similar to the ORTAB on a local level as well as Borough boards and State Park Advisory boards. With the ORTAB there is an opportunity for representation on a statewide level. The ORTAB is not taking on any of the responsibilities of other boards. Funding for Rec. Trails grants comes from Federal Highways Administration. These monies are generated by a highway fuel tax. Funding for LWCF grants comes exclusively from LWCF through the National Parks Service. The LWCF and Rec Trails presentations will provide the board with an opportunity to review the federal funding requirements.

Comment:

We have not heard as much from Alaska on a rural level, the State is looking forward to that representation. The ORTAB is composed of nine members from different places in the state. The State's intentions in forming this board were to find 9 people from a statewide perspective who will represent their entire region not just their town/village/city.

Will ORTAB be called upon for management/policy issues? No, not at this time, the board will not be addressing those issues, just grant issues.

Was TRAAK dissolved and ORTAB created due to the election of a new governor? TEA21 set aside enhancement funds that are no longer available. With no funding available the TRAAK board could no longer continue. DOT administered the TRAAK whereas DNR will be administering the ORTAB.

Will the board be considering projects from other advisory boards? The projects considered by the board are not just inclusive of one group. Groups considered will be motorized, non-motorized, diversified, multipurpose trails and multi-area development.

The board receives proposals from groups on a statewide level, including federal agencies. For-profit or individuals are not eligible to apply. These applications went to TRAAK previously. What is different?

- ❖ enhancement funds
- ❖ administration-DOT vs. DNR
- ❖ TEA21/Rec. Trails Program \$400K for 2005
- ❖ LWCF \$2.3 million

Possibility for AK Trails Initiative

- ❖ \$4 million with some earmarked for other entities and projects (Governor's Office makes final decision after DOT)
- ❖ funds come from slush funds
- ❖ should it go to federal government to spend in Alaska
- ❖ should it go to state to spend in Alaska
- ❖ Federal = 36-37% State = 16-17% in administrative costs

LWCF

- ❖ Municipalities & City Government are eligible recipients
- ❖ Applications screened by grants administrator and NPS, recommended then forwarded to ORTAB.

- ❖ Applications not complete or not fitting criteria for LWCF will not be sent to the board for consideration.

ORTAB is an advisory board only. All approvals will be in the form of recommendations to the Director of State Parks to consider a certain project for funding. Funding is contingent on the score of the application.

How is information regarding grant applications advertised to the public, groups, etc.? Mailing lists. What could we do differently, better? What materials are available to let applicants know who is eligible, what project types are eligible, etc.? The required criteria for grading each type of project (Rec. Trails & LWCF) will be supplied to and reviewed by the board. Several entities review these grants, not just ORTAB. The Board will not be scoring all applications tomorrow. There are adequate RTP funds available to provide funding for all eligible and approved applications. When the Board will be scoring applications they will receive the applications prior to scoring and recommendation.

Parks will eliminate all unfinished, ineligible applications from the review pool presented to the board. LWCF (50/50) & Rec. Trails (80/20) each program has a matching requirement, which can be in the form of cash or in-kind services.

Break @ 10:46 a.m.

Reconvene @ 11:00 a.m.

Reviewed "Operating Procedures" that covered:

1. Purpose
2. Specific Objectives and Purposes of the ORTAB
3. Membership
4. Compensation of the ORTAB Members
5. Meetings

Minutes should be available within a certain timeframe.

6. Annual Meeting
7. Special Meeting
8. Quorum
9. Majority Action as Board Action
10. Proxies

Alternates are going to have a tremendous learning curve. There should be no proxy and no alternate unless approved by the Director. Perhaps the use of alternates if a quorum will not be possible. The objective is to schedule the meeting times of the Board to accommodate all members. There will be no need for alternates if the meetings are centered around the agenda received and agreed upon by the entire board prior to the meeting time and date set. All Board members are in agreement that alternates would be counter-productive to the design and goals of the Board. Training and information transference would be vital. However, an individual available to represent the missing board member, thus providing their viewpoint to the rest of the board may be an option.

11. Conduct of Meetings
  - a. recommendation that the Board adopt Robert's Rules of Order
  - b. adequate accommodations for persons with disabilities should be available including translators, signers, etc.
12. Officers
13. Elections and Term of Office
14. Attendance
15. Removals and Resignation of Officers
16. Vacant Offices
17. Duties of Chair
18. Duties of Vice-Chair
19. Standing Committees
20. Executive Committee
21. Special Committees
22. Governance of Committees
23. Ethics
24. Adoption and Amendments

Chris suggests the board provide staff with alteration and additions they wish to make to the Operating Procedures. Staff will then draft up a revised edition.

Board reviews handouts and discusses.

- Guidelines for Reaching Consensus
- Flowchart of Formal Consensus

Currently, the board is being presented with applications that total under the amount of funds available. There will come a time when there are not enough funds available to cover all the applications. The scoring needs to be clear enough for the public and applicants to understand why the board recommended certain applications to the Director over other applications. Be able to show the applicants where their application scored low and high for a future reference. As the board goes along, the operating procedures will be altered, finding what areas need to be improved upon. This is a good opportunity to really set precedence with the board being new.

#### Goals/Purpose

- ❖ advise
- ❖ project scoring and recommendation
- ❖ nominate and review for funding

Board and Staff review Operating Procedures to ensure complete understanding of the Board's objectives and suggest any alterations to clarify and simplify, improve, etc. for better operation and success in attaining the goals and fulfillment of the duties of the Board.

#### **ORTAB OBJECTIVES**

1. Advise
2. Input
3. Advocate

Applicants receive help in submitting their applications, including working with the Grant's Administrators.

#### **Board Interaction**

Conflict Resolution -

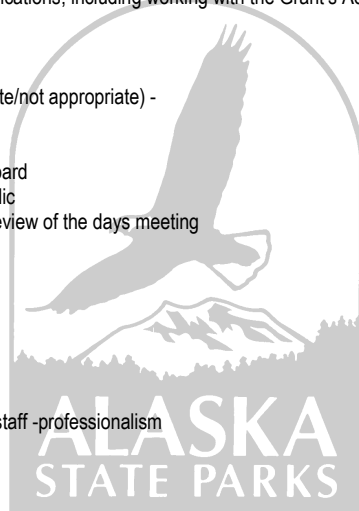
Board Member Treatment/Behavior (appropriate/not appropriate) -

Elements of Dialog -

- ❖ ways of communication within the board
- ❖ ways of communication with the public
- ❖ time set aside on the agenda for a review of the days meeting

#### **VALUES**

- ❖ communication
- ❖ work together
- ❖ consensus
- ❖ diversity yet commonality of goals
- ❖ about each other
- ❖ well organized administrative office/staff -professionalism
- ❖ preparation and conduction



Adjourn for Lunch @ 12:15 p.m.

Return from Lunch @ 1:48 p.m.

#### **ETHICS**

View Ethics video and discuss. Clarification of "conflict of interest" as pertaining to the board members. If unsure, board members should bring the issue before the entire board for consideration and discussion. No application will receive a score of "0" for the exclusion of a board members vote if a "conflict of interest" is declared. The score will be based upon the average of all scores from eligible board members. Discuss, complete and return Ethics Disclosure Forms. Ethics Guidelines provided to all board members for their keeping.

#### **ALASKA STATE PARKS**

PowerPoint presentation with commentary by Chris Degernes.

Membership was decided based on areas with State Parks and those not represented by State Parks. Looking for that representation in areas previously not recognized and represented.

Break @ 3:11 p.m.

Return from Break @ 3:21 p.m.

Tina Long introducing Grant Application Review process and subsequent scoring. Instruction on scoring fairly and accurately according to the set application directions/criteria provided to the grant applicants. Homework assignment for board members. Sent tonight with two

grant applications along with scoring directions and score sheets. Board members are to review the scoring directions, score sheet, application, then score the applications and return tomorrow to finish the exercise.

Joy Bryant-Dolsby introduces LWCF Grant Program. No scoring process, but board will be presented with all applications and information regarding the applications projects, compliance issues, information regarding applicant, service of types of populations, etc. See the priorities the staff reached in their scoring of the applications and then recommend to the Director. PowerPoint presentation introducing SCORP & LWCF Grant Program. Introduction of Alaska's Outdoor Legacy Statewide Comprehensive Outdoor Recreation Plan 2004-2009 (SCORP). Project types not identified as a priority in the SCORP are not eligible for LWCF funding. SCORP is the driver for how State Parks allocates funding for projects.

Samantha provides a PowerPoint presentation introduction of the Recreation Trail Program (RTP).





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550 W 7<sup>th</sup> Ave., Ste. 1270  
Anchorage, Alaska



Meeting called to order by Samantha Carroll @ 8:04a.m., Wednesday, January 19<sup>th</sup>.

### Members Present:

- ❖ Bobby Andrew –Dillingham
- ❖ Bish Buckle –Wasilla
- ❖ Susan Byersdorfer –Kodiak
- ❖ Sophie Ferguson –Kotzebue
- ❖ Bruce Friend –Anchorage
- ❖ Rich Macintyre –Sitka
- ❖ Paul Sandhofer –Anchorage
- ❖ Wendell Shiffler –Fairbanks

### Members Absent:

- ❖ Ken Lancaster –Soldotna

### Staff Present:

- ❖ Margaret Brodie –Admin. & Grants Manager
- ❖ Joy Bryant-Dolsby –Grant Administrator II
- ❖ Samantha Carroll –Trails Coordinator
- ❖ Michaela Phillips –Admin. Clerk II

### **WELCOME**

Samantha welcomes returning board members and staff.

Board members appreciate the dedication and time put forth by the applicants and the staff in preparing, reviewing, etc. the grant applications.

Tina Long leads the Board into an exercise in scoring grant applications for the Rec. Trails Program. Explained a little regarding why a diverse group of people scoring the applications is a more objective process than a subjective one. Score sheet was created through review of the application. The applicants should stick to the lay-out of the application guidelines, scoring is simpler and more streamline. Tina did a run through of the program guidelines, including federal regulations, etc.

Wendell declares a possible "conflict of interest" with a Rec. Trails Program grant application for Tsalteshi Ski Trails. He had been involved with a decision that the Kenai Peninsula would receive award of hosting the 2006 Winter Special Olympics. Board discussed with guidance and input of Tina and Margaret. Not a "conflict of interest", however Wendell's declaration was the correct manner to handle the situation.

1. Read entire application.
2. Review score sheet.
3. Note category application falls under.

a. motorized	30%
b. non-motorized	30%
c. diversified	40%
d. education & safety	5%

Discuss scores board members came to after review of grant applications last night. Deeper instruction from Tina regarding aspects needing to be taken into account to adequately score according to merit of application, content, in-line with guidelines of application process. Board recommends the applicants be required to describe/summarize the application's intent in the first page of the application.

Break @ 8:55 a.m.

Return @ 9:05 a.m.

Continue grant application scoring exercise.

Paul Sandhofer will provide staff with a list of requirements of the disabled population to help staff incorporate in to the application guidelines.

Break @ 10:14 a.m.  
Return @ 10:21 a.m.

Review grant scoring process with Tina.

Break @ 11:15 a.m.  
Return @ 11:22 a.m.

Alaska State Parks ORTAB PowerPoint presentation by Samantha. Presentation covered all 2005 applicants.

Break for Lunch @ 12:08 p.m.  
Return @ 1:35 p.m.

Joy Bryant-Dolsby -LWCF PowerPoint presentation with handout for board. Presentation covered criteria for LWCF Grant Program, guidelines and instructions for applicants and staff's part in reviewing, rewarding and dispersal of the grants. Applications are reviewed and scored by a Staff Evaluation Committee. The Staff Evaluation Committee is comprised of State staff; a grants administrator, chief of Design & Construction (engineering background), and a grants accountant (financial background). The grant applications are then listed by their compiled Staff Evaluation Committee scores and averaged.

Run-through with board members regarding Staff Evaluation Committee's scoring and prioritization/ranking of the grant applications. More in-depth discussion of LWCF grant application procedure. Board would like to see more time to review the applications and summaries before they recommend grants for funding. Would also like to see more information submitted. Purpose of the fund is to fund needed projects. How does SCORP pertain to applications meeting a high priority vs. medium priority project? Based on responses on a statewide level, received through response of surveys sent out to recreational providers and recreational users.

Break @ 3:13 p.m.  
Return @ 3:21 p.m.

## **BOARD BUSINESS**

### **Chair & Vice Chair Positions**

Discussion regarding selection of Chair and Vice Chair. No secret ballot, open voting. Wendell would like continuity with the board, someone should be elected that is on a longer term than a 1 year term. Can the Board ask anyone if they want to be Chair? Role of the Chair are identified in the Operating Procedures of the Board. Chair will be responsible for working with staff on resolutions, information to be brought before the board, review and contribute to agenda supplied before hand by staff, letters, communication between board members, facilitation of the meetings. Little bit of interaction with secretary to clarify minutes recording during and after meeting. Parliamentary content of the meeting, keeping the board on task and in order.

Bruce NOMINATES Bish for Chair.  
Sophie SECONDS the nomination.  
Rich NOMINATES Susan for Vice Chair.  
Wendell SECONDS the nomination.  
Call for Vote. Bish for Chair. 7 Votes. Susan for Vice Chair. 7 Votes. 3:31 p.m.

### **Logo**

Used to show sponsorship for the programs involved with ORTAB. ORTAB recommends funding to the Director of State Parks and this logo will represent ORTAB's work and dedication. Outdoor theme, trails, tent, etc. Samantha will present ideas to staff graphic designer.

### **Mission Statement**

Would like to see the mission statement contained in the logo perhaps.

### **Travel**

Review travel guidelines with board. Sign TA's and Travel Reimbursement Forms and return.

### **Next Meeting**

If Alaska Trails Initiative passes through the State ORTAB may be given the task of recommending funding and therefore the next meeting will be closer in the future.

**Operating Procedures**

Board reviews revised Operating Procedures originally submitted to the board Tuesday, Jan. 18<sup>th</sup> with amendments to items outlined by board. More changes made with boards recommendations.

Chair opens the floor for a motion.

Bobby MOVES to adopt Operating Procedures as amended by the Board.

Sophie SECONDS the motion.

No objection. Motion PASSED @ 4:14 p.m.

**OPEN DISCUSSION**

Suggest scoring sheets be reviewed, perhaps Safety & Education Grants have their own scoring sheet, broken down by their category, etc. What is the prospect of the Board meeting in other areas besides Anchorage. Dillingham/Bobby is interested in hosting a meeting.

Meeting adjourned @ 4:30 p.m.

